

**MINUTES OF DUBLIN BOROUGH
COUNCIL MEETING
MONDAY, AUGUST 8, 2016**

1. **CALL TO ORDER:** The August 8, 2016 meeting of Borough Council was held in Borough Hall at 119 Maple Avenue, Dublin, PA. Council President, Jeff Sharer called the meeting to order at 7:30 pm. The Pledge of Allegiance was recited.

ELECTED OFFICIALS PRESENT:

Mayor:	Chris Hayes	
Council:	Jeffrey Sharer	Brent Smith
	Matthew Mayes	Gary Mast
	John Sherer	Kent Moore*
	William Benonis	

APPOINTED OFFICIALS PRESENT:

Borough Manager:	William Wert
Borough Solicitor:	Michael Kracht, Esq.
Borough Engineer:	Thomas F. Zarko, P.E.
Police Chief:	Brian Lehman
Fire Chief:	Kevin Nugent *
Emergency Mgmt. Coordinator:	M. Philip Meyers

* Not present **late arrival

2. **VISITORS REGISTERED:** Lori A. Myers – 141 Marly Lane, James Fitzgerald – 156 Marly Lane, Florence Rodgers – 114 South Main Street.

3. **COMMUNITY COMMENTS:**
 - a. None

4. **APPROVAL OF MEETING MINUTES: July 11, 2016:**

- a. Mr. Wert presented draft meeting minutes from the last meeting for Council's consideration.

After some discussion, **ON A MOTION** by Gary Mast, seconded by William Benonis, all present voted in favor to approve the July 11, 2016, Council meeting minutes. **Motion carried 6-0.**

5. **APPROVAL OF BILLS LIST: July 22, 2016 and August 5, 2016:**

- a. Mr. Wert presented to Council for ratification the bills list dated July 22, 2016. After some discussion and questions, **ON A MOTION** by Matt Mayes, seconded by John Sherer, all present voted in favor to ratify the Interim Bills List of July 22, 2016. **Motion carried 6-0.**

- b. Mr. Wert presented the current bills list for Council's consideration. After

some discussion and questions, **ON A MOTION** by Gary Mast, seconded by William Benonis, all present voted in favor to approve the Bills List of August 5, 2016. **Motion carried 6-0.**

6. **BOROUGH OFFICIALS REPORTS:**

a. Dublin Fire Company:

Phil Meyers supplied a written report for the month of July totaling 18 calls.

b. Mayor:

Mayor Hayes announced he met with Bucks County Commissioner Rob Loughery to provide an update on the Borough's Revitalization & Vision progress and also met with Chief Lehman in regards to staffing, coverage, training, etc. Mayor Hayes also announced he is meeting with Senator McIlhinney on August 25, 2016.

c. Borough Manager: Mr. Wert provided Council with a written report as follows:

1. Dublin Acres Water Connection: Correspondence with Ms. Lori Myers of Dublin Acres HOA is ongoing. As was requested by Mr. Moore at Council's last meeting, Staff has performed an initial review of whether or not there would be any advantages for the Borough to accept the Dublin Acres well. Based on consultation with the Borough's Hydrogeologist, David Fennimore, Tom Zarko and Mike Sullivan, Staff is recommending to Council that the Borough NOT consider accepting the wells currently owned by Dublin Acres as part of any discussions with the community connecting to the Borough's water system. With Council's affirmation of this recommendation, Mr. Wert will communicate this position to Ms. Kohut and Ms. Myers as they continue their discussions.
2. TCE Update: As Council may recall, EPA made a commitment in its Explanation of Significant Differences to seek input and feedback from Dublin Borough throughout the design/implementation of the Pump and Treat System for the Dublin TCE Superfund Site. Accordingly, the Borough received a draft workplan that outlines the investigatory work that will be performed at the site to better define the contaminated groundwater plume. Information gathered from this investigatory work will ultimately be used to design the Pump and Treat system for the Site. The Borough's Special Council, Seth Cooley and Hydrogeologist, David Fennimore, along with Tom Zarko and Mike Sullivan are reviewing the draft workplan and will be preparing written comments on the workplan by COB Friday, August 12th. Mr. Wert will update Council as this progresses.

3. Twin Oaks Fencing: As Council was recently informed, the property on Twin Oaks Drive in Bedminster Township that contains the Borough's easements for the Kern Drive sewer line and pump station equipment has been sold to a local builder. What was originally believed to be one lot, in fact was a vacant lot and a lot with a single family dwelling. The vacant lot contains the Borough's sewer easements. After numerous correspondence and meetings with the new owners, Mr. Wert can now report that the new owners agreed to support the Borough's project to install security fencing around all of the Borough's equipment within the easement area. With some minor adjustments to site plan, a joint-application for a fence permit has been submitted to Bedminster for approval. CKS has begun seeking proposals to complete this project based on the revised scope of the project. Staff is anticipating presenting final revised figures to Council for approval at the September 12th meeting. The Sewer Capital Fund has \$13,000 for this project in the 2016 Budget.
 4. 2017 Budget Timeline: As the budget season quickly approaches, Staff have begun the 2017 budget preparations. To that end, attached please find a proposed budget schedule. All Finance Committee Meetings are open to the public and occur at 6:30pm on the following dates, unless cancelled or additional, specially advertised meetings are established by Finance Committee. Like previous years, the December meeting schedule has been adjusted to accommodate the budget/tax ordinance advertising requirements. Therefore, please note the advertised Council meeting dates in December are 12/19 and 12/27 (only if necessary),
 5. Borough Credit Cards: Credit Card, E-Check payment processing is up and running. Utility bills were mailed and an email blast went out announcing the payment option, both online and in Borough Hall via a Point-Of-Sale (POS) swipe system.
 6. U.S. Vietnam War Veterans Ceremony: Representative Watson and Senator McIlhinney are hosting a ceremony for Vietnam Era Vets on November 10th. Attached is a flyer with information about the ceremony that will be distributed through the Borough's social media outlets. The ceremony is open to all Veterans that served in any branch of the United States Armed Forces during the period of November 1, 1955 to May 15, 1975 (Regardless of where they were stationed). Veterans are asked to RSVP in advance.
 7. Bucks County Upset Tax Sale – September 20, 2016: The Borough received word that the following properties are included in an upset property tax on September 20, 2016: 100 Deep Run Road, 115 Cherry Lane, Knoll Tree Condos – Unit D4.
- d. Police Chief: Chief Lehman presented his written report. Jeff Sharer asked if precautions are being taken with the officers. Chief Lehman

stated he has had discussions with the officers and they attend a lot of training at the Bucks County Police Training Center, and have implemented many other precautionary measures such as body cameras, vests, helmets, etc.

- e. Borough Engineer: Tom Zarko stated engineering items will be covered later on the agenda.
- f. Borough Solicitor: No report.

7. **DISCUSSION/ACTION ITEMS:**

- a. DRAFT Policy and Procedures for Utility Bill Collections – Brent Smith gave an overview of draft Ordinance No. 309 to govern and set the policy for the process of collection of delinquent accounts.

After some discussion and questions, **ON A MOTION** by John Sherer, seconded by Brent Smith, all present authorized the advertisement of Ordinance No. 309 for the Policy and Procedures for Utility Bill Collections to be considered for adoption at the September 12, 2016 council meeting. **Motion carried 6-0.**

- b. Sewage Treatment Plant (STP) Projects:

- i) Influent Sampling System Installation Change Order Request - Modified Sampler Location: Mr. Zarko stated in September 2015, the Borough received proposals for the installation of a new sampling system that was to be installed at the plant which was the requirement of the discharge permit that was issued by PADEP. After accepting the proposal in the amount of \$10,600.00, DEP advised they were going to require a change in location to the Twin Oaks Pumping Station. To address the increased scope of work, the proposal has increased by \$4,540.00 for a total of \$15,140.00.

After some discussion and questions, **ON A MOTION** by Brent Smith, seconded by Gary Mast, all present voted in favor to authorize the change order for the modified sampler location. **Motion carried 6-0.**

- ii) STP Drainage Tanks Infiltration Cleaning and Debris Removal Contract: Mr. Zarko stated during an inspection, PADEP noted signs of infiltration within two on-site drainage tanks at the treatment plant which require repair. A proposal has been received for Phase One of the project consisting of the cleaning and debris removal and is estimated to be in the amount of \$6,800.00.

After some discussion and questions, **ON A MOTION** by Brent Smith, seconded by William Benonis, all present voted in favor to authorize the Cleaning and Debris Removal Contract to Franc Environmental, Inc. for the two on-site drainage tanks. **Motion carried 6-0.**

iii) STP Drainage Tanks Infiltration Repairs Contract: Mr. Zarko stated Phase Two of the project consists of the repairing of the two tanks. A proposal has been received for Phase Two of the project consisting of the repairing of the two tanks and is estimated to be in the amount of \$15,850.00.

After some discussion and questions, **ON A MOTION** by Gary Mast, seconded by Brent Smith, all present voted in favor to authorize the Repairs Contract to CIS, Inc. for the two on-site drainage tanks. **Motion carried 6-0.**

- c. Dublin Acres Development Sanitary Sewer Lateral Root Intrusion Removal – Mr. Zarko stated the Borough completed a repair of an existing sanitary sewer lateral due to root intrusion. In a proactive effort to avoid similar future problems, the Borough engaged an outside contractor to perform a video inspection of the sanitary sewer system that extends throughout the development. After review, there are thirteen locations where corrective work should be performed to address root intrusion and/or II conditions. A proposal has been received from Sewer Specialty Services Company, Inc. in the estimated amount of \$8,268.00. Mr. Zarko also suggested, for future budgeting purposes, the Borough include the application of a chemical foam root treatment on a bi-annual basis as part of its routine collection system operation and maintenance activities within this development.

After some discussion and questions, **ON A MOTION** by Brent Smith, seconded by Gary Mast, all present voted in favor to authorize Sewer Specialty Services Company, Inc. to proceed with the sewer later corrective work for Dublin Acres not to exceed \$8,500.00. **Motion carried 6-0.**

Mr. James Fitzgerald questioned if the trees are the homeowners problem. Mr. Zarko stated the defective joints in the homeowner's pipe allowed tree roots to grow into the lateral. That is why the Borough is fixing the defective pipes in the right-of-way. Mr. Zarko was directed to seek a cost estimate for tree removal versus replace all with modern material.

- d. Resolution 2016-06 Amendments to Consolidated Fee Schedule: Mr. Wert reviewed Resolution 2016-06 for an Amendment to the Consolidated Fee Schedule. Amendments include clarifying temporary signs and adding administrative fees for property liens, credit card, e-check and online processing fees and general Borough Personnel Reimbursement Fees.

After some discussion and questions, **ON A MOTION** by Brent Smith, seconded by John Sherer, all present voted in favor to authorize Resolution 2016-06 for the Amendments to the Consolidated Fee Schedule. **Motion carried 6-0.**

- e. Dublin Fire Police Request – Sellersville Borough, Sunday, September 18, 2016: Mr. Wert stated a request has been received from Sellersville Borough for Fire Police assistance for the Pennridge Gallery of the Arts festivities for September 18, 2016.

After some discussion and questions, **ON A MOTION** by Brent Smith, seconded by Gary Mast, all present voted in favor of the request for Fire Police assistance. **Motion carried 6-0.**

8. **COMMITTEE REPORTS:**

- a. Public Utilities – Policy and Procedures for Utility Bill Collections – Mr. Wert stated the draft has been reviewed and the final draft will be presented for adoption at Council's September 12, 2016 meeting.
- b. Personnel – Mr. Wert stated he has had continued conversations with DVIT and will be coming back with recommended changes.

9. **OTHER BUSINESS:** None

10. **COMMUNITY COMMENTS:** None

11. **COMMENTS FROM COUNCIL:** None.

12. **ADJOURNMENT:** **ON A MOTION** by Brent Smith, Jeffrey Sharer declared the meeting adjourned at 8:58 pm.

Respectfully submitted,

Date Approved: _____

William Wert,
Manager/Secretary/Treasurer